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**COMPRESSED GAS CYLINDER WRITTEN SAFETY POLICY**

***Insert the creation or revision date here***

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**Purpose**

The purpose of this policy is to provide guidance and safe work practices for compressed gas cylinders. The set forth policy will address the following:

* Employee Responsibilities
* Cylinder Identification
* Storage
* Handling, Storage and Use
* Transportation
* Training

**Responsibilities**

**Program Administrator:** The program administrator may perform or delegate these duties at their discretion.

* Implementation and enforcement of the compressed gas cylinder safety policy.
* Conduct periodic audits to ensure proper storage and use of compressed gas cylinders.
* Conduct or coordinate employee training
* Maintain training records
* Communicate with vendors to resolve issues pertaining to compressed gas cylinders.

**Department Heads/Supervision**

* Ensuring employees follow the guidelines set forth by the compressed gas safety policy.
* Conduct periodic audits to ensure proper storage and use of compressed gas cylinders

**Employees**

* Adhere to all guidelines and work practices set forth by the compressed gas safety policy.

**Cylinder Identification**

* The contents of any compressed gas cylinder must be clearly identified.
* No compressed gas cylinder will be accepted for use that does not legibly identify its contents by name.
* If the labeling on a cylinder becomes unclear or an attached tag is defaced to the point the contents cannot be identified, the cylinder should be marked “contents unknown” and returned directly to the vendor.
* When a cylinder is empty, close the valve, replace the cap, and mark the cylinder empty or “MT”.

**Storage**

* All cylinders in service or in storage shall be secured to prevent tip-overs.
* Cylinders will not be stored near walkways, unprotected platform edges, or in locations where heavy moving objects may strike or fall on them.
* Cylinder storage shall not obstruct exit routes intended for the safe exit of people.
* Cylinder valves shall always be closed when containers are not in use.
* Cylinders will not be stored in areas where cutting, burning, or grinding are done on a regular basis.
* All cylinders, empty or full, will be stored upright.
* Oxygen cylinders must be stored at least 20 feet from all flammable gas cylinders or separated from them by a firewall at least five (5) feet high and a 1 Hour fire resistance rating.
* Valve covers must be securely fastened when not in use.
* Storage areas shall be well ventilated
* Leaking cylinders will be taken outdoors away from sources of ignition. Such cylinders should be plainly tagged, and the supplier should be promptly notified.

**Handling and Use**

* Whenever possible use a cylinder cart with the chain restraint in place.
* Don't use slings or electric magnets for handling cylinders.
* Never attempt to move a cylinder by attaching a lifting device or hook to the valve cap.
* When cylinders are used in conjunction with electric welding, they will not be grounded or used for grounding.
* Cylinders, cylinder valves, couplings, regulators and hoses shall be kept free from oil, grease and other materials that could compromise functionality.
* Flashback arrestors will be used on cylinders per the manufacturer’s recommendations.
* Cylinders must be handled with extreme caution to prevent tip overs
* Cylinder valves cannot be tampered with or altered.
* Before removing a regulator from a cylinder, the cylinder valve will be closed, and the gas released from the regulator.
* If cylinders are frozen to a surface use warm water for liberation. Never attempt to pry with a par or other tool.
* When cylinders are left unattended with the hose and torch still connected, cylinder valves must be closed to prevent accidental gas release.
* Employees who engage is transport or movement of compressed gas cylinders should have foot protection.

**Transportation**

* Unless cylinders are secured on a truck designed for cylinder transport, the regulators shall be removed, valves closed, and valve protective caps tightly secured before moving or transporting.
* All cylinders will be moved or transported in the upright position.

**Training**

* All employees who work with compressed gas or could be exposed to hazards associated with compressed gas cylinders will receive training at hire and annually thereafter.
* Training will be conducted by a qualified employee who is competent in the subject matter.
* All training will be documented and maintained on file for review.